

# NEWS RELEASE

*May be published when received.*



603 West Park Street, Sheldon, Iowa 51201  
Phone 712-324-5061 or toll free 1-800-352-4907, Ext. 105

January 13, 2016

---

## **MICROSOFT ACCESS COURSES OFFERED AT NORTHWEST IOWA COMMUNITY COLLEGE**

Microsoft Access is an information management tool that helps you store information for reference, reporting, and analysis. Microsoft Access helps you analyze large amounts of information, and manage related data more efficiently than Microsoft Excel or other spreadsheet applications. This training will be offered in three different levels.

Take one level for a cost of \$119 each or take all three levels for the cost of \$299 (Section #47200). All classes will be in the Sioux Center Library Computer Lab.

Level 1 provides thorough introductory training on Exploring Access and Access Objects, Designing a Database, Working with Forms and Querying a Database. This class will meet on Mondays, September 21 to October 12 from 6:00 pm – 9:00 pm (Section #47196).

The Level 2 course provides intermediate training on Using Reports, Table Design, Input Forms and Complex Queries. This class will meet on Mondays, October 19 to November 9 from 6:00 pm – 9:00 pm (Section #47197).

The Level 3 course provides advanced training on Customizing Reports, Customizing the Database Interface and Startup Options, Importing and Exporting Data Using Word and Excel and Maintaining a Database. This class will meet on Mondays, November 16 to December 7 from 6:00 pm – 9:00 pm (Section #47198).

Tina Jansen will be the instructor. Professor Tina Jansen joined Northwest Iowa Community College as an Adjunct Professor in the Department of Computer Science. Prior to coming to Northwest Iowa Community College, she was on the Technology team at Northwestern College, in Orange City, Iowa. Tina received her BA in Information Technology and her MBA from Franklin University in Columbus, Ohio. Tina's teaching interests include Servers, Web Design, Security, Networking, and the Office Suite of programs.

**To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.**